

# REQUEST FOR COUNCIL ACTION

MEETING 8-18-03  
DATE:

45

AGENDA SECTION: CONSENT AGENDA		ORIGINATING DEPT: PUBLIC WORKS	ITEM NO. D-11
ITEM	AMENDMENT TO CITY ORDINANCE 134.35 RELATED TO PARKING METER BAGS		PREPARED BY: A KNAUER

The Department Public Works issues meter bags and stick signs to use in metered areas for various purposes including; building maintenance and construction, parades and events, traffic control and visiting dignitaries. Such bags and signs are either for reserved parking or no parking. The "Reserved Parking" signs are to permit the exclusive use of the space by a party while "No Parking" is to prohibit any parking for safety, access or traffic control reasons.

Currently the City does not charge for these bags or the use of metered space. A goal of the parking program is to ensure that adequate metered parking is available for customers, visitors and employees. Also the parking system is operated as an "Enterprise Fund" which is to generate revenues to maintain and expand parking. There have been abuses of the current meter bag system. For example construction and service workers use the bags to park and then work the majority of the day without needing immediate access to a vehicle.

A written policy and charge for issuing meter bags will have the following benefits:

1. Provide a consistent and fair method of issuing meter bags and stick signs for metered space.
2. Encourage efficient use of a metered spaces that are being paid for by the user.
3. Discourage abuse by defining permitted uses and applying a logical fee structure.
4. Replace lost revenue.

Staff has prepared the attached background paper. Most cities of Rochester's size charge for meter bags. Staff is proposing a charge of \$6.00 per workday. This covers the lost meter and fine revenue as well as staff time. (Other cities charged \$5.00 to \$10.00). City construction projects, parades, charitable and police security events would be exempt. Attachment "B" of the proposed policy summarizes the permitted uses and exemptions.

## REQUESTED COUNCIL ACTION

Adopt the prepared resolution amending City Ordinance 134.35 "Parking Meter Fees" adding Subdivision 10 "Fees for Meter Bags" per attachment "B" based on \$6.00 per metered space per enforcement day excluding weekends and legal holidays.

COUNCIL ACTION: Motion by: \_\_\_\_\_ Second by: \_\_\_\_\_ to: \_\_\_\_\_

24  
June 5, 2003

## **PROPOSED "METER BAG POLICY"**

### **BACKGROUND**

Rochester Public Works (RPW) issues meter bags and stick signs to use in metered areas for various purposes including; building maintenance and construction, parades and events, traffic control and visiting dignitaries. Such bags and signs are either for reserved parking or no parking. The "Reserved Parking" signs are to permit the exclusive use of the space by a party while "No Parking" is to prohibit any parking for safety, access or traffic control reasons.

Currently the City does not charge for these bags or the use of metered space. The parking system is operated as an "Enterprise Fund" which is to generate revenues to maintain and expand parking. A goal of the parking program is to ensure that adequate metered parking is available for customers, visitors and employees. There have been abuses of the current system. For example construction and service workers use the bags to park and then work the majority of the day without needing immediate access to a vehicle.

### **REASONS FOR A WRITTEN POLICY**

A properly administered system with written policies and procedures for meter bags will have the following benefits:

1. Establishing a written policy will provide a consistent and fair method of issuing meter bags and stick signs for metered space.
2. Encourage efficient use of a metered spaces that are being paid for by the user.
3. Discourage abuse by defining permitted uses and applying a logical fee structure.
4. Replace lost revenue.

### **OTHER CITIES**

The Parking Meter Division performed survey of surrounding cities in regards to their policies and rates for meter bags. A summary of fees and policies is provided on Attachment "A". The cities sampled charged a fee ranging from the metered rate to a flat daily or monthly rate. Their policies were fairly similar in regards to no charge for non-profits, discouragement of using short-term meters etc. Most charges were expressed in a per day rate. Some of fees were reflective of lost meter revenue. Most cities distinguished between business/ construction and non-profit/ civic activities. The latter were typically not charged.

### **PERMITTED USES**

Attachment "B" provides a summary of proposed permitted uses. (Again these are fairly similar to other cities.) Private uses include; dumpsters, material /tool trucks, foreman and other construction activities. (Other construction activities include street closures that require use of parking lanes for traffic control or building activity.) The permitted uses recognize the need for foremen and superintendents to move between jobs. However, construction employees would not be included.

### **LOCATIONS**

This meter bag policy and fees apply only to metered spaces. The City reserves the right to restrict certain locations. For example, meter bags should not be issued where it would present a hardship or disrupt access to a fronting business. Coordination and cooperation with adjoining businesses may be required of the contractor by the city.

### **PROPOSED DAILY FEES**

There are different rational for basing a fee structure. Staff looked at the lost revenue including both meter and fine revenue. For instance in 2002 Rochester street meters averaged \$1.80 per

47 /  
day in revenue plus \$.61 per day in fines for a total daily revenue rate of \$2.41. Meter rates were increased in the last part of 2002. A recent audit of meters in the vicinity of Mayo Clinic indicated per meter revenue of \$2.62 per day. Adding fine revenue to this amount would bring per meter revenue to \$3.32. (This does not include the state's \$3.00 per ticket surcharge.)

A value should also be placed on the reserve feature of meter bags. In addition there is a current cost to the City for administering the program such as processing, maintaining records, installing bags and monitoring. The fee should also be more than the predominate daily ramp rate which is \$5.20 for a 9 hour day with the exception of the Center Street Ramp which is \$10.50. (The Mayo ramps are \$6.00.)

Attachment "B" proposes a flat rate of \$6.00 per meter enforcement day. (The City engineer would be given the right to negotiate rates on significant projects.)

## **PROCESS**

### **Rochester Police Department**

It is proposed that meter bags issued for security/ police type activities will be issued and/or installed by the police. Rochester Police would maintain their own supply of special colored bags labeled "Reserved or No Parking / Police Department". Such inquiries would be referred to the RPD.

### **Rochester Public Works**

Rochester Public Works (RPW) would process and install all meter bags for construction, parades and other special events. The process would start at the Permit Desk in (RPW) to determine if fees applies. The process would coincide with the Right of Way Permit. (The ROW permit would be modified to indicate whether meter bags are required and identify the meters to be bagged by number with start and end dates.

Meter bags requests would be signed off by the Parking Division. (ROW permits are signed off by Traffic.) Once the ROW permit and meter bag request is approved the permits clerk would collect the pre-determined meter bag fees. A copy of the ROW permit would be emailed to the Meter shop as a work order. The Meter shop would be responsible for installing and removing the lock on bags. The bags would be color coded and distinguished as to "Reserved" or "No Parking". Meters may be removed for projects of long duration or in situations where they could be damaged by the activity.

A supply of paper bags and/or stick signs will be maintained for short civic type events eg. parades etc. No paper bags would be issued to privates for construction activities except in the case of emergencies such as excavating for a utility failure.

Revenues would be credited to the Parking Meter fund.

## ATTACHMENT A

### METER BAG POLICIES/ OTHER MUNICIPALITIES

UPDATED 3/2003

CITY	POLICY	CHARGES	COMMENTS
Des Moines	Special parking permit for contractors Lock bags for meters available	\$25 @ month Based on metered rate	No charge for non-profits, not to be used on short term meters
Madison	Contractors are charged per day per vehicle 1 day hang tags are also issued-no limit	\$9.00 per day \$5.00 1/2 day \$10.00 full day	No charge for City projects. Large projects also include bus and carpool provisions for workers. Bags are used for reserve parking only. Tags are used for random parking.
Minneapolis	Available for businesses, events, traffic control and other city agencies	Based on metered rate	No charge for parades, dignitaries and charitable events, Bags are color coded.
Sioux Falls	Bags are issued for business activities including building repairs and maintenance, construction, utility work or moving.	\$5 per day, \$75 per month, \$200 per quarter and \$650 per year plus tax.	Charges for worn or lost bags. Day bags are paid for upon return . All other bags are pre-paid.
St Cloud	Issued to allow non-regular activities such as utility work, construction, parades, weddings and funerals	\$5.00 per day.	Fees waived for charitable agencies and City functions.

## ATTACHMENT B

Proposed changes to Ordinance 134.35 Parking Meter Fees

5-Jun-03

### METER BAG / PERMITTED USES AND RATES

PURPOSE (RESERVED OR NO PARKING)	*DAILY CHARGE	ISSUED BY
DUMPSTERS	\$ 6.00	PUBLIC WORKS
MATERIAL/ TOOL TRUCKS	\$ 6.00	PUBLIC WORKS
FOREMAN (1)	\$ 6.00	PUBLIC WORKS
CONSTRUCTION ACTIVITIES (2)	\$ 6.00	PUBLIC WORKS
CITY CONSTRUCTION PROJECTS	NO CHARGE	PUBLIC WORKS
PARADES/ SPECIAL EVENTS (3)	NO CHARGE	PUBLIC WORKS
CHARITABLE EVENTS	NO CHARGE	PUBLIC WORKS
SECURITY/ EMERGENCIES	NO CHARGE	POLICE
DIGNITARIES	NO CHARGE	POLICE

(1) Each job site is limited to 1 meter bag for foreman or employee

(2) INCLUDES ALL OTHER GENERAL CONSTRUCTION USES EG; CRANES, LOADING AND UNLOADING ETC.

(3) coordinated with Rochester Police

\*No charge for weekends or Holidays.

**NOTICE: ISSUE OF A METER BAG DOES NOT CONSTITUTE A PERMIT TO WORK IN THE PUBLIC RIGHT OF WAY. CONTRACTORS ARE STILL REQUIRED TO OBTAIN A RIGHT OF WAY PERMIT AND COORDINATE TRAFFIC CONTROL WITH THE ROCHESTER PUBLIC WORKS DEPARTMENT.**

25